

**POWTS ADVISORY CODE COUNCIL  
MEETING MINUTES  
December 2, 2015**

**PRESENT:** Steven Crosby; Dale Dimond; Alan Kaddatz; Robert Schmidt; Bryon Wooten

**STAFF:** Dan Smith, Administrative Rules Coordinator; Sandra Cleveland, Administrative Rules Coordinator; Matt Janzen, POWTS Lead; Bradley Johnson, Section Chief; Kimberly Wood, Program Assistant Supervisor-Adv; and other Department staff

Bryon Wooten, Chair, called the meeting to order at 9:06 a.m. A quorum of five (5) members was present.

**ADOPTION OF AGENDA**

**MOTION:** Robert Schmidt moved, seconded by Steven Crosby, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 12, 2015**

**MOTION:** Alan Kaddatz moved, seconded by Dale Dimond, to approve the minutes from November 12, 2015 as published. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Steven Crosby moved, seconded by Alan Kaddatz, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:09 p.m.